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MAY 29 1980

Honorable Frank C. Carlucci
Deputy Director
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Carlucci:

As the single largest energy user in the Nation, the Federal Government bears the responsibility of leadership in energy conservation. Toward this end, an energy conservation pilot program aimed at Federal agency and employee participation has been developed. The program is directed at significant reduction of energy consumption in GSA-owned and operated buildings in the National Capital Region. This program will begin on June 1, 1980.

The pilot program features the following conservation measures:

- o Setting of building temperatures at 80 degrees Fahrenheit.
- o Turning off air-conditioning equipment prior to the end of the normal workday. (Early equipment shutdown usually will not adversely affect personal comfort.)
- o Reducing of interior and exterior lighting levels.
- o Reducing overtime (after hours and weekends) air-conditioning operations.

The goal of this program is the reduction of overall energy consumption by 5 percent based on consumption during fiscal year 1979. Charts indicating energy conservation goals and progress towards these goals will be posted. An energy bulletin will be distributed to Federal employees describing the goals of the energy conservation pilot program. The publications will stress the importance of individual efforts.

The success of this program will be directly related to the support of senior Federal agency officials. As a way of stimulating agency involvement, I request that you appoint a senior management official as an agency energy conservation coordinator to supervise, coordinate, and promote agency energy conservation.

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Please designate an energy coordinator and provide the name, telephone number, and building address, to the Regional Energy Conservation Coordinator, Energy Branch (WPOE), Norman L. Branca, telephone number 755-1547 by June 11, 1980.

The effectiveness of our efforts at energy conservation and maximum energy efficiency depend on our concerted efforts at home and at work. Your cooperation is greatly needed.

Sincerely,



WALTER V. KALLAUR
Regional Administrator

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